WE SERVICE ALL OF AUSTRALIA

Our programs are designed to meet the needs of industry and support training and assessment that includes the rigours of the workplace.

Australian Institute of Education and Training (AIET) RTO TOID No: 121314
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282 Bay Street, Brighton VIC 3186, ABN 44 136 815 891

This Course Guide is current as at 1st JUNE 2021 and subject to change without notice. AIET may limit elective units available.

Email: enquiries@aiet.edu.au
Phone: (03) 9387 2051
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WHY CHOOSE VET?

VET qualifications will stand your students in good stead to take on their chosen career. They focus on the occupational skills and competencies students need.

VET opens doors to both traditional and surprising career opportunities. No matter a students interests or skill set, there’s a job and VET course to suit.

This course guide outlines the programs offered by AIET. Partner schools must choose units for their qualification from within this course guide.

LOOK FOR THESE ICONS:

- Qualification requirements (Core, Elective)
- Course duration
- Pathways information

NOMINAL HOURS:

This course guide contains the nominal hours (Victoria/Western Australia) for each unit of competency.

For example: AURETK003 Operate electrical test equipment (40/35)

2022 RATES

SCHOOL ANNUAL AUSPICING

- $2500 per qualification
- 4 or more courses - $2000 each
- 7 or more courses - $1500 each

STUDENT FEE

- $195 per student annually

ALL INCLUSIVE

These prices include all auspicing services, support, resources and assessments provided online. A full list of schedule of fees can be found on the AIET website
## STEPS TO DELIVER VET AT YOUR SCHOOL

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<th>Register your Expression of Interest</th>
<th>Go to the <a href="https://www.aiet.edu.au">AIET website</a> and register your interest for 2022</th>
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<td>STEP TWO</td>
<td>AIET will contact you to discuss your needs</td>
<td>If your school then decides to auspice then you register <a href="https://www.aiet.edu.au/registration">aiet.edu.au/registration</a></td>
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<td>STEP THREE</td>
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**AUR20720 Certificate II in Automotive Vocational Preparation**

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (7 Core, 5 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** AUTO APPRENTICESHIP CERTIFICATE III LIGHT VEHICLE MECHANICAL TECHNOLOGY

This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited.
AUR20720 Certificate II
in Automotive Vocational Preparation

UNITS OF COMPETENCY

Core Units
AUREAO02   Follow environmental and sustainability best practice in an automotive workplace (25/20)
AURAF0103  Communicate effectively in an automotive workplace (20/20)
AURAF0104  Resolve routine problems in an automotive workplace (20/20)
AURASA0102  Follow safe working practices in an automotive workplace (20/20)
AURETR0103  Identify automotive electrical systems and components (25/10)
AURLT0101  Identify automotive mechanical systems and components (25/15)
AURTTK0102  Use and maintain tools and equipment in an automotive workplace (20/30)

Elective Units
AURT1207  Carry out basic vehicle servicing operations (40/35)
AURETRR015  Inspect, test and service batteries (10/20)
AURETK003  Operate electrical test equipment (40/35)
AURETR006  Solder electrical wiring and circuits (20/20)
AURT1407  Remove and replace brake assemblies (20/20)
AURT1607  Dismantle and assemble single cylinder four-stroke petrol engines (40/35)
AURT1608  Dismantle and assemble multi-cylinder four-stroke petrol engines (40/35)
AURT1703  Remove, inspect, and refit light vehicle wheel and tyre assemblies (20/20)
AURVT02010  Set up and use welding equipment (40/35)
CHC22015 Certificate II in Community Services

🎯 QUALIFICATION: 9 UNITS OF COMPETENCY (5 Core, 4 Elective)
📅 COURSE DURATION: 1 YEAR
疐 Pathways: Certificate III in Community Services, Certificate III in Individual Support

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs.

At this level, work takes place under direct, regular supervision within clearly defined guidelines.

**UNITS OF COMPETENCY**

**Core Units**
- CHCCCOM001  Provide first point of contact (35/30)
- CHCCOM005  Communicate and work in health or community services (30/50)
- CHCDIV001  Work with diverse people (40/30)
- HLTWHS001  Participate in workplace health and safety (20/20)
- BSBWOR202  Organise and complete daily work activities (20/15)

**Elective Units Available**
- CHCCDE003  Work within a community development framework (65/50)
- CHCDIV002  Promote Aboriginal and/or Torres Strait Islander cultural safety (25/30)
- CHCVLO001  Be an effective volunteer (25/20)
- HLTINFO01  Comply with infection prevention and control policies and procedures (25/30)
- CHCCCS016  Respond to client needs (60/30)
- CHCECEO4  Promote and provide healthy food and drinks (35/30)
- SITXFSAO01  Use hygienic practices for food safety (15/15)
- CHCGRPO01  Support group activities (30/25)
CHC32015 Certificate III in Community Services

**QUALIFICATION:** 12 UNITS OF COMPETENCY (5 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** CERTIFICATE IV IN COMMUNITY SERVICES DIPLOMA OF COMMUNITY SERVICES

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services.

Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

**UNITS OF COMPETENCY**

**Core Units**
- CHCCSO16 Respond to client needs (60/55)
- CHCCMOO5 Communicate and work in health or community services (30/50)
- CHCDIVO01 Work with diverse people (40/30)
- HLTWHSO02 Follow safe work practices for direct client care (25/25)
- HLTWHSO06 Manage personal stressors in the work environment (25/35)

**Elective Units Available**
- CHCDEOO3 Work within a community development framework (65/50)
- CHCDEOO4 Implement participation and engagement strategies (85/45)
- CHCCOMOO1 Provide first point of contact (35/30)
- CHCDIVO02 Promote Aboriginal and/or Torres Strait Islander cultural safety (25/30)
- CHCVLO001 Be an effective volunteer (25/20)
- HLTAIM003 Provide first aid (18/18)
- CHCGRPO01 Support group activities (30/25)
- BSBPEF202 Plan and apply time management (20/15)
CPC10120 Certificate I in Construction

**QUALIFICATION:** 11 UNITS OF COMPETENCY (8 Core, 3 Elective)

**COURSE DURATION:** 1 YEAR

**PATHWAYS:** CERTIFICATE II IN CONSTRUCTION PATHWAYS, CERTIFICATE III IN CARPENTRY (APPRENTICE)

This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.
CPC10120 Certificate I in Construction

UNITS OF COMPETENCY

Core Units

CPCCWH52001  Apply WHS requirements, policies and procedures in the construction Industry (20/32)
CPCCOM1012  Work effectively and sustainably in the construction industry (20/16)
CPCCCM2005  Use construction tools and equipment (96/40)
CPCCCM2004  Handle construction materials (16/16)
CPCCOM1013  Plan and organise work (20/16)
CPCCCM1011  Undertake Basic Estimation and Costing (16/14)
CPCCVE1011  Undertake a basic construction project (40/24)
CPCCWH51001  Prepare to work safely in the construction industry (6/6)

Elective Units Available

CPCCOM1014  Conduct workplace communication (20/16)
CPCCOM1015  Carry out measurements and calculations (20/16)
CPCCCM2006  Apply basic levelling procedures (8/16)
CPCCCOM2001  Read and interpret plans and specifications (36/32)
CPC2O22O Certificate II in Construction Pathways

- **QUALIFICATION:** 10 UNITS OF COMPETENCY (5 Core, 5 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** CERTIFICATE III IN CARPENTRY, CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this qualification allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying and other occupations in general construction.
# CPC2O220 Certificate II in Construction Pathways

## UNITS OF COMPETENCY

### Core Units
- **CPCCOM1012** Work effectively and sustainably in the Construction Industry (20/16)
- **CPCCOM1013** Plan and organise work (20/16)
- **CPCCOM1015** Carry out measurements and calculations (20/16)
- **CPCCVE1011** Undertake a basic construction project (40/24)
- **CPCCWHS2001** Apply WHS requirements, policies and procedures in the Construction Industry (20/32)

### Electives
- **CPCCCM2009** Carry out basic demolition (32/16)
- **CPCCBL2001** Handle and prepare bricklaying and blocklaying materials (16/16)
- **CPCCBL2002** Use bricklaying and blocklaying tools and equipment (30/30)
- **CPCCCA2002** Use carpentry tools and equipment (96/52)
- **CPCCCA2011** Handle carpentry materials (16/16)
- **CPCCCA3028** Erect and dismantle formwork for footings and slabs on ground (24/24)
- **CPCCWF2001** Handle wall and floor tiling materials (32/16)
- **CPCCWF2002** Use wall and floor tiling tools and equipment (96/60)
- **CPCCCM2004** Handle construction materials (16/16)
- **CPCCCM2006** Apply basic levelling procedures (8/16)
- **CPCCCM2012** Work safely at heights (8/16)
- **CPCCCO2013** Carry out concreting to simple forms (20/24)
- **CPCCWHS1001** Prepare to work safely in the construction industry (6/6)
22338VIC Certificate II in Building and Construction Pre-apprenticeship (Carpentry Stream)

- **QUALIFICATION:** 20 UNITS OF COMPETENCY (10 Core, 10 Elective)
- **COURSE DURATION:** 2-3 YEARS
- **PATHWAYS:** CERTIFICATE III IN CARPENTRY, CERTIFICATE III IN BRICKLAYING/ BLOCKLAYING

This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this Certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shop-fitting as well as carpentry, bricklaying and other occupations in general construction.
# 22338VIC Certificate II in Building and Construction Pre-apprenticeship (Carpentry Stream)

## Units of Competency

### Core Units
- **CPCCCMI012A** Work effectively and sustainably in the construction industry (20)
- **CPCCCMI014A** Conduct workplace communication (20)
- **CPCCCMI015A** Carry out measurements and calculations (20)
- **CPCCCMI02006** Apply basic levelling procedures (8)
- **CPCCOHS2001A** Apply OHS requirements, policies and procedures in the construction industry (20)
- **CPCCWHS10001** Prepare to work safely in the construction industry (6)
- **HLTAID020** Provide basic emergency life support (12)
- **VU22014** Prepare for work in the building and construction industry (16)
- **VU22015** Interpret and apply basic plans and drawings (25)
- **VU22016** Erect and safely use working platforms (24)

### Carpentry Stream Elective Units
- **VU22022** Identify and handle carpentry tools and equipment (100)
- **VU22023** Perform basic setting out (24)
- **VU22024** Construct basic sub-floor (48)
- **VU22025** Construct basic wall frames (48)
- **VU22026** Construct a basic roof frame (40)
- **VU22027** Install basic external cladding (24)
- **VU22028** Install basic window and door frames (24)
- **VU22029** Install interior fixings (40)
- **VU22030** Carry out basic demolition for timber structures (20)
- **VU22031** Construct basic formwork for concreting (40)
CUA2022O Certificate II in Creative Industries

👩‍🎓 QUALIFICATION: 10 UNITS OF COMPETENCY (3 Core, 7 Elective)
📅 COURSE DURATION: 1-2 YEARS
➡️ PATHWAYS: CERTIFICATE III IN SCREEN AND MEDIA, CERTIFICATE III IN VISUAL ARTS

This qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries where there is a defined range of contexts.

It applies to work in different work environments that include entertainment customer service, staging, television and radio production, broadcasting production, lighting and sound, theatre, scenery and set construction, screen and media, and film production. Individuals complete tasks with limited complexity and with required actions clearly defined.
CUA2O22O Certificate II in Creative Industries

UNITS OF COMPETENCY

Core Units
BSBTWK201  Work effectively with others (40/35)
CUAIND211  Develop and apply creative arts industry knowledge (20/20)
CUAWHS312  Apply work health and safety practices (10/20)

Elective Units Available
BSBCRT201  Develop and apply thinking and problem solving skills (30/25)
CHCDIVO01  Work with diverse people (40/30)
CUAAACD101  Use basic drawing techniques (50/40)
CUAACD201  Develop drawing skills to communicate ideas (60/70)
CUADES201  Follow a design process (40/40)
CUADIG211  Maintain interactive content (30/30)
CUADIG212  Develop digital imaging skills (50/40)
CUAFOH211  Undertake routine front of house duties (60/50)
CUALGT211  Develop basic lighting skills (30/25)
CUAPOS211  Perform basic vision and sound editing (40/50)
CUAPRP201  Develop Basic Prop Construction Skills (20/20)
CUASMT311  Work effectively backstage during performances (100/90)
CUASTA211  Develop basic staging skills (80/20)
CUASTA212  Assist with bump in and bump out of shows (80/80)
ICTICT215  Operate digital media technology packages (40/40)
ICTWEB3O6  Develop web presence using social media (30/25)

*Nominal hours have not yet been released and may be subject to change
CUA31020 Certificate III in Screen and Media

**QUALIFICATION:** 11 UNITS OF COMPETENCY (4 Core, 5 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** CERTIFICATE IV IN SCREEN AND MEDIA DIPLOMA OF GRAPHIC DESIGN

This qualification reflects the role of individuals who use basic skills and knowledge for work in skilled assistant or skilled assistant operator roles in the screen, media and entertainment industries. It applies to work in interactive digital media, film and television, radio, lighting and sound, content creation and technical broadcasting environments.

**UNITS OF COMPETENCY**

**Core Units**
- BSBCRT311 Apply critical thinking skills in a team environment (20/20)
- CUAIND311 Work effectively in the creative arts industry (50/50)
- CUAWHS312 Apply work health and safety practices (20/15)

**Elective Units Available**
- CUADES201 Follow a design process (40/40)
- CUADES302 Explore and apply the creative design process to 2D forms (50/50)
- CUAANM301 Create 2D digital animations (35/60)
- CUADIG312 Author interactive sequences (40/40)
- CUADIG304 Create visual design components (30/40)
- CUAWRT301 Write content for a range of media (40/50)
- CUAACD201 Develop drawing skills to communicate ideas (60/70)
- CUAANM302 Create 3D digital animations (75/75)
- CUACAM211 Assist with a basic camera shoot (30/30)
- CUADIG311 Prepare video assets (30/30)
- CUADIG303 Produce and prepare photo images (20/60)
- CUADIG211 Maintain interactive content (40/30)
- CUAPOS211 Perform basic vision and sound editing (40/50)
- CUARES201 Collect and organise content for broadcast or publication (20/30)
- ICTWEB306 Develop web presence using social media (30/25)

*Nominal hours have not yet been released and may be subject to change*
CUA2O12O Certificate II in Dance

**QUALIFICATION:** 10 UNITS OF COMPETENCY (6 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE III IN DANCE, CERTIFICATE IV IN DANCE TEACHING AND MANAGEMENT

This qualification reflects the role of individuals developing basic technical skills and knowledge to prepare for work in the live performance industry.

The job roles that relate to this qualification may include trainee Indigenous dancer, trainee contemporary dancer or trainee musical theatre dancer.

**UNITS OF COMPETENCY**

**Core Units**

- CUADAN211 Develop basic dance techniques (20 hours)
- CUADAN212 Incorporate artistic expression into basic dance performances (45 hours)
- CUAIND211 Develop and apply creative arts industry knowledge (20 hours)
- CUAPRF211 Prepare for live performances (35 hours)
- CUAWHS211 Follow safe dance practices (60 hours)
- CUAWHS211 Develop a basic level of physical fitness for dance performance (40 hours)

**Elective Units Available**

- CUADAN213 Perform basic jazz dance techniques (80 hours)
- CUADAN215 Perform basic contemporary dance techniques (45 hours)
- CUADAN218 Perform basic street dance techniques (45 hours)
- BSBSUS211 Participate in sustainable work practices (20 hours)
- CUAPPRF314 Develop audition techniques

*Nominal hours have not yet been released and may be subject to change*
MEM20413 Certificate II in Engineering Pathways

质押: 12 Units of Competency (4 Core, 8 Elective)

课程时间: 2 Years

路径: Apprenticeship – Certificate III in Engineering, Fabrication Trade

This qualification reflects the role of individuals who use basic skills and knowledge for work in skilled assistant or skilled assistant operator roles in the screen, media and entertainment industries. It applies to work in interactive digital media, film and television, radio, lighting and sound, content creation and technical broadcasting environments. This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available.

This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.
MEM20413 Certificate II in Engineering Pathways

UNITS OF COMPETENCY

**Core Units**

<table>
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<tr>
<th>Unit Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>MEM13O14A</td>
<td>Apply principles of occupational health and safety in the work environment (10/4)</td>
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<tr>
<td>MEMPE005A</td>
<td>Develop a career plan for the engineering and manufacturing industry (20/20)</td>
</tr>
<tr>
<td>MEMPE006A</td>
<td>Undertake a basic engineering project (80/70)</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices (30/20)</td>
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**Elective Units**

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<thead>
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<th>Description</th>
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<tr>
<td>MEM16O08A</td>
<td>Interact with computing technology (20/18)</td>
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<tr>
<td>MEM18O01C</td>
<td>Use hand tools (20/18)</td>
</tr>
<tr>
<td>MEM18O02B</td>
<td>Use power tools/hand held operations (20/18)</td>
</tr>
<tr>
<td>MEMPE001A</td>
<td>Use engineering workshop machines (60/55)</td>
</tr>
<tr>
<td>MEMPE002A</td>
<td>Use electric welding machines (40/35)</td>
</tr>
<tr>
<td>MEMPE003A</td>
<td>Use oxy-acetylene and soldering equipment (40/35)</td>
</tr>
<tr>
<td>MEMPE004A</td>
<td>Use fabrication equipment (40/35)</td>
</tr>
<tr>
<td>MSAPMSUP106A</td>
<td>Work in a team (30/26)</td>
</tr>
<tr>
<td>MEM16O06A</td>
<td>Organise and communicate information (20/18)</td>
</tr>
</tbody>
</table>
2247OVIC Certificate II in Engineering Studies

**QUALIFICATION:** 11 UNITS OF COMPETENCY (7 Core, 4 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** APPRENTICESHIP – CERTIFICATE III IN ENGINEERING, FABRICATION TRADE

The aim of this course is to provide pre-employment training and a pathway into the engineering, manufacturing or related industries.

Specifically a graduate of this course will be eligible to undertake a work-based traineeship or apprenticeship in a range of engineering, manufacturing or related areas.
2247 OVIC Certificate II in Engineering Studies

UNITS OF COMPETENCY

Core Units
- MEM13015 Work safely and effectively in manufacturing and engineering (40)
- MEM18001 Use hand tools (20)
- VU22329 Report on a range of sectors in the manufacturing, engineering and related industries (30)
- VU22330 Select and interpret drawings and prepare three dimensional (3D) sketches and drawings (20)
- VU22331 Perform basic machining processes (40)
- VU22332 Apply basic fabrication techniques (40)
- MEMPE006A Undertake a basic engineering project (80)

Elective Units
- MEM18002 Use power tools/hand held operations (20)
- VU22333 Perform intermediate engineering computations (40)
- VU22334 Produce basic engineering components and products using fabrication and machining operations (60)
- VU22335 Perform metal machining operations (60)
- VU22336 Perform metal fabrication operations (60)
- VU22337 Perform basic welding and thermal cutting processes to fabricate engineering structures (60)
- VU22338 Configure and program a basic robotic system (60)
- VU22339 Create engineering drawings using computer aided systems (60)
FSK1O219 Certificate I in Skills for Vocational Pathways

**QUALIFICATION:** 11 UNITS OF COMPETENCY (7 Core, 4 Elective)

**COURSE DURATION:** 1 YEAR

**PATHWAYS:** FSK2O119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

It is suitable for individuals who require:

- a pathway to employment and further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 2
- entry level digital technology and employability skills
- education, training and employment goals.
FSK1O219 Certificate I in Skills for Vocational Pathways

UNITS OF COMPETENCY

Core Units
FSKLRG008 Use simple strategies for work-related learning (15/15)

Elective Units Available
FSKDIGO02 Use digital technology for routine and simple workplace tasks (10/10)
FSKLRGB04 Use short and simple strategies for work-related learning (15/15)
FSKNUMO09 Use familiar and simple metric measurements for work (15/15)
FSKOCMOO3 Participate in familiar spoken interactions at work (10/10)
FSKWTG006 Write simple workplace information (10/15)
BSBXCNO1 Engage in workplace communication (40/35)
BSBTWKO1 Use inclusive work practices (30/35)
BSBPEO1 Support personal wellbeing in the workplace (50/45)
FSKNUMO08 Use whole numbers and simple fractions, decimals and percentages for work (15/15)
BSBESO1 Investigate business opportunities (25/25)
FSK2O119 Certificate II in Skills for Work and Vocational Pathways

- **QUALIFICATION**: 14 UNITS OF COMPETENCY (1 Core, 13 Elective)
- **COURSE DURATION**: 1 YEAR
- **PATHWAYS**: ANY CERTIFICATE II OR III VOCATIONAL COURSE

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.
FSK20119 Certificate II
in Skills for Work and Vocational Pathways

UNITS OF COMPETENCY

Core Units
FSKLRG011  Use routine strategies for work-related learning (10/10)

Elective Units Available
FSKNUMO14  Calculate with whole numbers and familiar fractions, decimals and percentages for work (15/15)
FSKNUMO15  Estimate, measure and calculate with routine metric measurements for work (10/10)
FSKNUMO17  Use familiar and routine maps and plans for work (15/15)
FSKNUMO18  Collect data and construct routine tables and graphs for work (15/15)
FSKDIGO03  Use digital technology for non-routine workplace tasks (15/15)
FSKLRG009  Use strategies to respond to routine workplace problems (15/15)
FSKOCMO05  Use oral communication skills for effective workplace presentations (10/10)
FSKOCMO07  Interact effectively with others at work (10/10)
FSKRDG010  Read and respond to routine workplace information (15/15)
FSKWTO09  Write routine workplace texts (15/15)
FSKNUMO19  Interpret routine tables, graphs and charts and use information and data for work (15, /15)
BSBCRT311  Apply critical thinking skills in a team environment (40/45)
BSBPUR301  Purchase goods and services (60/30)
BSBCMM211  Apply communication skills (40/35)
BSBTFC201  Use business software applications (60/55)
BSBWHS211  Contribute to the health and safety of self and others (20/15)
BSBPEF202  Plan and apply time management (20/15)
MSF2O516 Certificate II in Furniture Making Pathways

**QUALIFICATION:** 12 UNITS OF COMPETENCY (5 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** APPRENTICESHIP CERTIFICATE III IN CABINET MAKING, CERTIFICATE III IN FURNITURE MAKING

This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available.

The qualification is intended for people interested in exposure to a furniture making or related working environment with a view to entering into employment in that area.
MSF2O516 Certificate II in Furniture Making Pathways

UNITS OF COMPETENCY

Core Units
MSMENV272 Particpate in environmentally sustainable work practices (30/20)
MSMPCI103 Demonstrate care and apply safe practices at work (30/18)
MSFGN2001 Make measurements and calculations (30/20)
MSFFP2001 Undertake a basic furniture making project (100/90)
MSFFP2002 Develop a career plan for the furnishing industry (30/25)

Elective Units Available
MSFFM2001 Use furniture making sector hand and power tools (40/38)
MSFFM2002 Assemble furnishing components (20/24)
MSFFM2003 Select and apply hardware (16/16)
MSFFP2003 Prepare surfaces (24/24)
MSFFP2004 Apply domestic surface coatings (40/35)
MSFFP2005 Join furnishing materials (10/10)
MSFFP2006 Make simple timber joints (40/35)
MEMI6008A Interact with computing technology (20/18)
MSMSUPI06 Work in a team (30/26)
MEMI6006A Organise and communicate information (20/18)
SHB2O116 Certificate II in Retail Cosmetics

**QUALIFICATION:** 15 UNITS OF COMPETENCY (10 Core, 5 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** TRAINEESHIP CERTIFICATE III IN BEAUTY SERVICES, CERTIFICATE III IN MAKE-UP

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.
SHB2O116 Certificate II in Retail Cosmetics

UNITS OF COMPETENCY

Core Units

- BSBWHS2O1  Contribute to health and safety of self and others (20/20)
- SHBBCCSOO1  Advise on beauty products and services (30/25)
- SHBMMUPOO2  Design and apply make-up (45/40)
- SHBXCCSOO1  Conduct salon financial transactions (25/25)
- SHBXCCSOO4  Recommend products and services (20/20)
- SHBXINDOO1  Comply with organisational requirements within a personal services environment (45/50)
- SHBXINDOO2  Communicate as part of a salon team (30/25)
- SIRMREROO1  Produce visual merchandise displays (35/30)
- SIRXINDOO3  Organise personal work requirements (30/15)
- SIRXSLSOO1  Sell to the retail customer (20/40)

Elective Units Available

- BSBSUS2O1  Participate in environmentally sustainable work practices (20/20)
- ICTWEB2O1  Use social media tools for collaboration and engagement (20/20)
- SHBBBOSO01  Apply cosmetic tanning products (16/12)
- SHBBFASO01  Provide lash and brow services (15/15)
- SHBMMUPOO1  Apply eyelash extensions (30/25)
- SHBMMUPOO3  Design and apply make-up for photography (30/30)
- SHBBNLSOO1  Provide manicure and pedicure services (50/60)
- SHBBNLSOO2  Apply gel nail enhancements (35/27)
- SHBBNLSOO3  Apply acrylic nail enhancements (40/25)
- SHBBNLSOO4  Apply nail art (15/10)
- SHBBSKSOO1  Pierce ear lobes (15/15)
- SHBBHASO02  Provide head, neck and shoulder massages for relaxation (20/20)
- SHBBRESO01  Research and apply beauty industry information (20/18)
- SIRRVNOO1  Receive and handle retail stock (35/35)
SHB20216 Certificate II in Salon Assistant

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (8 Core, 4 Elective)
- **COURSE DURATION:** 1-2 YEARS
- **PATHWAYS:** TRAINEESHIP CERTIFICATE III IN BEAUTY SERVICES, CERTIFICATE III IN MAKE-UP

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.
SHB2O216 Certificate II in Salon Assistant

UNITS OF COMPETENCY

Core Units

- BSBWHS201: Contribute to health and safety of self and others (20/20)
- SHBHBAOO1: Provide shampoo and basin services (40/10)
- SHBHDISO01: Dry hair to shape (40/25)
- SHBHINDO01: Maintain and organise tools, equipment and work areas (20/5)
- SHBXCISO01: Conduct salon financial transactions (25/25)
- SHBXCISO03: Greet and prepare clients for salon services (10/10)
- SHBXINDO01: Comply with organisational requirements within a personal services environment (45/50)
- SHBXINDO02: Communicate as part of a salon team (30/25)

Elective Units

- SHBHBAOO2: Provide head, neck and shoulder massages for relaxation (20/20)
- SHBHCLSO01: Apply hair colour products (30/20)
- SHBHDISO01: Braid hair (30/10)
- SHBHINDO02: Research and use hairdressing industry information (15/15)
- SHBXCISO04: Recommend products and services (20/20)
- SIRRMOEO01: Produce visual merchandise displays (35/30)
- SIRRINVO01: Receive and handle retail stock (35/35)
- SIRXLSOO01: Sell to the retail customer (20/40)
SHB30115 Certificate III in Beauty Services

**QUALIFICATION:** 15 UNITS OF COMPETENCY (11 Core, 4 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** CERTIFICATE III IN NAIL TECHNOLOGY, DIPLOMA OF BEAUTY THERAPY

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

This includes client consultation on beauty products and services.
SHB30115 Certificate III in Beauty Services

UNITS OF COMPETENCY

Core Units

SHBBBOSOO1  Apply cosmetic tanning products (16/12)
SHBBCSOSO1  Advise on beauty products and services (30/25)
SHBBFASOO1  Provide lash and brow services (15/15)
SHBBHRRSOO1  Provide waxing services (85/130)
SHBBMUPOQ2  Design and apply make-up (45/40)
SHBBNLSSO1  Provide manicure and pedicure services (50/60)
SHBBRESOQ1  Research and apply beauty industry information (20/18)
SHBXCCSOO1  Conduct salon financial transactions (25/25)
SHBXCCSOQ2  Provide salon services to clients (40/15)
SHBXINDOQ1  Comply with organisational requirements within a personal services environment (45/50)
SHBXWHSQO1  Apply safe hygiene, health and work practices (40/35)

Elective Units Available

SSHBBMUPQO1  Apply eyelash extensions (30/25)
SSHBBMUPQO3  Design and apply make-up for photography (30/30)
SHBBSSKOQ1  Pierce ear lobes (15/15)
HLTADQO11  Provide first aid (18/18)
SHBBFASOQ2  Provide facial treatments and skin care recommendations (120/150)
SHBBMUPQO4  Design and apply remedial camouflage make-up (30/15)
SHBBNLSSO2  Apply gel nail enhancements (35/27)
SHBBNLSSQ4  Apply nail art (15/10)
SHBBASOO1  Provide shampoo and basin services (40/10)
SHBBASOQ2  Provide head neck and shoulder massage for relaxation (20/20)
SHBXINDOQ2  Communicate as part of a salon team (30/25)
SJRNRMSQO1  Produce visual merchandise displays (35/30)
AHC2O416 Certificate II in Horticulture

- **QUALIFICATION**: 15 UNITS OF COMPETENCY (5 Core, 10 Elective)
- **COURSE DURATION**: 2 YEARS
- **PATHWAYS**: TRAINEESHIP, CERTIFICATE III IN HORTICULTURE, CERTIFICATE IV IN RETAIL NURSERY

This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification. Graduates would assist in propagating, cultivating and harvesting plants in a horticultural nursery.
AHC20416 Certificate II in Horticulture

UNITS OF COMPETENCY

Core Units
AHCPCM201 Recognise plants (40/40)
AHCPCM201 Treat weeds (40/35)
AHCPCM201 Treat plant pests, diseases and disorders (30/35)
AHCPCM201 Assist with soil or growing media sampling and testing (30/25)
AHCPCM201 Participate in work health and safety processes (20/40)

Elective Units Available
AHCCHM201 Apply chemicals under supervision (30/35)
AHCCHM201 Operate basic machinery and equipment (20/35)
AHCCHM201 Pot up plants (20/24)
AHCCHM201 Care for nursery plants (30/25)
AHCCHM201 Undertake propagation activities (30/35)
AHCCHM201 Maintain indoor plants (20/30)
AHCCHM201 Plant trees and shrubs (20/30)
AHCCHM201 Prune shrubs and small trees (35/30)
AHCCHM201 Participate in workplace communications (30/24)
AHCCHM201 Participate in environmentally sustainable work practices (20/20)
MEM18001 Use hand tools (20/18)
MEM18002 Use power tools/hand held operations (20/18)
AHCWRK201 Observe and report on weather (25/24)
## SIT20316 Certificate II in Hospitality

### Qualification:
- **12 Units of Competency (6 Core, 6 Elective)**

### Course Duration:
- **2 Years**

### Pathways:
- Traineeship, Certificate III in Hospitality,
  Diploma of Hospitality Management

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

### Units of Competency

#### Core Units
- BSBWOR203 Work effectively with others (15/20)
- SITHINDO02 Source and use information on the hospitality industry (25/15)
- SITHINDO03 Use hospitality skills effectively* (0/30)
- SITXCCSO03 Interact with customers (20/5)
- SITXCOMO02 Show social and cultural sensitivity (20/20)
- SITXWHSO01 Participate in safe work practices (12/15)

#### Elective Units Available
- SITXFINO01 Process financial transactions (25/30)
- SITHFABO04 Prepare and serve non-alcoholic beverages (20/15)
- SITHFABO05 Prepare and serve espresso coffee (30/30)
- SITHFABO07 Serve food and beverage* (80/140)
- SITHFABO16 Provide advice on food (40/40)
- SITHFABO02 Provide responsible service of alcohol (10/20)
- SITHCCCO01 Use food preparation equipment (25/20)
- SITHCCCO02 Prepare and present simple dishes (25/20)
- SITHCCCO03 Prepare and present sandwiches (10/6)

*This unit has work placement requirements. Please contact AIET to discuss your options.*
SIT31016 Certificate III in Patisserie

**QUALIFICATION:** 22 UNITS OF COMPETENCY (17 Core, 5 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** TRAINEESHIP, CERTIFICATE III IN HOSPITALITY, DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of pastry chefs who use a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products.

**UNITS OF COMPETENCY**

### Core Units Available

- SITHPATO01 Produce Cakes (24/30)
- SITHPATO02 Produce gateaux, torten and cakes (60/60)
- SITHPATO03 Produce Pastries (24/30)
- SITHPATO04 Produce Yeast-Based Bakery Products (42/42)
- SITHPATO05 Produce petits fours (30/30)
- SITHPATO06 Produce desserts (100/80)
- SITXFOH002 Participate in safe food handling practices (40/35)
- SITXHRM001 Coach others in job skills (20/30)
- BSBSUS201 Participate in environmentally sustainable work practices (20/20)

### Elective Units Available

- SITHCOO18 Prepare Food to Meet Special Dietary Requirements (75/55)
- SITHCOC19 Produce Cakes, Pastries and Breads (40/60)
- SITKOP02 Plan and cost basic menus (30/25)
SIT20416 Certificate II in Kitchen Operations

**QUALIFICATION:** 13 UNITS OF COMPETENCY (8 Core, 5 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** APPRENTICESHIP, CERTIFICATE III IN COMMERCIAL COOKERY, CERTIFICATE III IN CATERING OPERATIONS

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items.

They are involved in mainly routine and repetitive tasks and work under direct supervision.
SIT20416 Certificate II in Kitchen Operations

UNITS OF COMPETENCY

Core Units
BSBWOR203 Work effectively with others (15/20)
SITHCCOO1 Use food preparation equipment (25/20)
SITHCCOO5 Prepare dishes using basic methods of cookery (45/50)
SITHCCO11 Use cookery skills effectively* (50/40)
SITHKOPOO1 Clean kitchen premises and equipment (13/10)
SITXFSAOO1 Use hygienic practices for food safety (15/15)
SITXINVOO2 Maintain the quality of perishable items (10/10)
SITXWHSOO1 Participate in safe work practices (12/15)

Elective Units Available
SITHCCOO2 Prepare and present simple dishes (25/20)
SITHCCOO6 Prepare appetisers and salads (25/26)
SITHCCOO7 Prepare stocks, sauces and soups (35/32)
SITHCCOO8 Prepare vegetable, fruit, egg and farinaceous dishes (45/40)
SITHCCO12 Prepare poultry dishes (25/32)
SITHCCOOO3 Prepare and present sandwiches (10/6)
SITHCCO19 Produce Cakes, Pastries and Breads (40/60)
SITXFSAOO2 Participate in safe food handling practices (40/35)

*This unit has work placement requirements. Please contact AET to discuss your options.
SIT2O116 Certificate II in Tourism

**QUALIFICATION:** 11 UNITS OF COMPETENCY (4 Core, 7 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** TRAINEESHIP / PATHWAYS, CERTIFICATE III IN TOURISM, CERTIFICATE IV IN TRAVEL AND TOURISM

This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge.

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business.

**UNITS OF COMPETENCY**

**Core Units**
- SITTIND001 Source and use information on the tourism and travel industry (25/25)
- SITXCCSO03 Interact with customers (20/5)
- SITXCOM002 Show social and cultural sensitivity (20/20)
- SITXWHS001 Participate in safe work practices (15/15)

**Elective Units Available**
- SIRXPDK001 Advise on products and services (30/25)
- SIRXSLG01 Sell to the retail customer (20/40)
- SITHFAB002 Provide responsible service of alcohol (10/20)
- SITHFAB005 Prepare and serve espresso coffee (30/30)
- SITXCCSO01 Provide customer information and assistance (20/20)
- SITXCCSO02 Provide visitor information (35/20)
- BSBWOR203 Work effectively with others (15/20)
- SITTTSLO02 Access and interpret product information (65/55)
- SITXCOM001 Source and present information (10/10)
- SITXCOM002 Show social and cultural sensitivity (20/20)
- SITXFNO01 Process financial transactions (25/30)
- SITXFSAO01 Use hygienic practices for food safety (15/15)
SIT3O516 Certificate III in Events

**QUALIFICATION:** 13 UNITS OF COMPETENCY (6 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** TRAINEESHIP, DIPLOMA OF EVENT MANAGEMENT, ADVANCED DIPLOMA OF EVENT MANAGEMENT

This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

**UNITS OF COMPETENCY**

**Core Units**

- **BSBWOR2O3** Work effectively with others (15/20)
- **SITEEVTOO1** Source and use information on the events industry (25/30)
- **SITEEVTOO2** Process and monitor event registrations (60/20)
- **SITXCCSOO6** Provide service to customers (25/25)
- **SITXCOMO02** Show social and cultural sensitivity (20/20)
- **SITXWHSOO1** Participate in safe work practices (12/15)

**Elective Units Available**

- **SITEEVTOO3** Coordinate on-site event registrations (40/40)
- **SITEEVTOO4** Provide event staging support (31/20)
- **SITTTSLOO8** Book supplier products and services (20/25)
- **SITTTSLOO6** Prepare quotations (30/20)
- **SITTTSLOO2** Access and interpret product information (65/55)
- **SITTTSLOO3** Provide advice on international destinations (45/85)
- **SITTTSLOO4** Provide advice on Australian destinations (40/85)
- **SITHFABOO2** Provide responsible service of alcohol (10/20)
- **BSBTEC3O3** Create electronic presentations (20/20)
- **SITXCCSOO2** Provide Visitor Information (35/20)
ICT2O12O Certificate II in Applied Digital Technologies

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (6 Core, 6 Elective)
- **COURSE DURATION:** 1-2 YEARS
- **PATHWAYS:** CERTIFICATE III IN INFORMATION TECHNOLOGY, CERTIFICATE IV IN INFORMATION TECHNOLOGY

This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.

The qualification is designed for those developing the necessary digital and technology skills in preparation for work.
ICT2O12O Certificate II in Applied Digital Technologies

UNITS OF COMPETENCY

Core Units
- BSBSUS211: Participate in sustainable work practices (20/30)
- BSBTEC2O2: Use digital technologies to communicate in a work environment (20/20)
- BSBWHS211: Contribute to the health and safety of self and others (20/15)
- ICTICT213: Use computer operating systems and hardware (60/60)
- ICTICT214: Operate application software packages (40/60)
- ICTICT215: Operate digital media technology packages (40/40)

Elective Units Available
- BSBXCS3O3: Securely manage personally identifiable information and workplace information (40/35)
- CUADIG2O1: Maintain interactive content (30/30)
- ICTICT216: Design and create basic organisational documents (40/40)
- ICTICT206: Install software applications (20/15)
- ICTICT207: Integrate commercial computing packages (60/25)
- ICTICT210: Operate database applications (40/35)
- ICTSAS217: Connect a home based local wireless network (30/30)
- ICTSAS2O3: Connect hardware peripherals (20/25)
- ICTWEB3O6: Develop web presence using social media (30/25)
- ICTWEB3O4: Build simple web pages (40/50)
ICT30120 Certificate III in Information Technology

**QUALIFICATION:** 12 UNITS OF COMPETENCY (6 Core, 6 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE IV IN INFORMATION TECHNOLOGY
DIPLOMA OF INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.
ICT3O12O Certificate III in Information Technology

UNITS OF COMPETENCY

Core Units
- BSBCRT3O1 Develop and extend critical and creative thinking skills (40/40)
- BSBXCS3O3 Securely manage personally identifiable information and workplace information (40/35)
- BSBXTW3O1 Work in a team (40/35)
- ICTICT313 Identify IP, ethics and privacy policies in ICT environments (50/45)
- ICTPRG3O2 Apply introductory programming techniques (40/40)
- ICTSAS3O5 Provide ICT advice to clients (40/35)

Elective Units Available
- ICTSAS310 Install, configure and secure a small office or home office network (50/50)
- ICTSAS3O4 Provide basic system administration (20/25)
- ICTSAS3O9 Maintain and repair ICT equipment and software (20/25)
- ICTICT3O9 Create ICT user documentation (20/20)
- ICTSAS3O3 Care for computer hardware (20/20)
- ICTSAS3O8 Run Standard diagnostic tests (20/15)
- ICTICT312 Use advanced features of applications (40/35)
- ICTPRG43O Apply introductory object-oriented language skills (60/60)
- ICTPRG435 Write scripts for software applications (40/40)
- ICTCLD3O1 Evaluate characteristics of cloud computing solutions and services (40/35)
- BSBXCS3O1 Protect own personal online profile from cyber security threats (30/25)
- ICTICT216 Design and create basic organisational documents (40/40)
MSL20118 Certificate II in Sampling and Measurement

**QUALIFICATION:** 8 UNITS OF COMPETENCY (4 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** TRAINEESHIP, CERTIFICATE III IN LABORATORY SKILLS, DIPLOMA OF LABORATORY TECHNOLOGY

This qualification covers the skills and knowledge required to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors. Job roles include samplers and testers, production personnel, plant operators, production operators, field assistants, drivers, sample couriers and many others.

**UNITS OF COMPETENCY**

**Core Units**
- MSL912001 Work within a laboratory or field workplace (induction) (40/40)
- MSL922001 Record and present data (40/60)
- MSMENV272 Participate in environmentally sustainable work practices (30/20)
- MSL943004 Participate in laboratory or field workplace safety (40/40)

**Elective Units Available**
- MSL952001 Collect routine site samples (30/20)
- MSL953003 Receive and prepare samples for testing (30/40)
- MSL972001 Conduct routine site measurements (30/40)
- MSL973019 Perform microscopic examination (40/40)
- MSL913004 Plan and conduct laboratory/field work (40/40)
- MSL973013 Perform basic tests (60/80)
- MSL973014 Prepare working solutions (50/80)
- MSL933006 Contribute to the achievement of quality objectives (30/60)
- MSL973016 Perform aseptic techniques (40/40)
- MSL913003 Communicate with other people (40/20)
MSL30118 Certificate III in Laboratory Skills

**QUALIFICATION:** 13 UNITS OF COMPETENCY (6 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** CERTIFICATE IV IN LABORATORY TECHNIQUES
DIPLoma OF LABORATORY TECHNOLOGY

This qualification covers the skills and knowledge required to perform a limited range of laboratory operations across all industry sectors and is the entry level required for laboratory personnel across all industry sectors.

**UNITS OF COMPETENCY**

**Core Units**

MSL913003 Communicate with other people (40/20)
MSL913004 Plan and conduct laboratory/field work (40/40)
MSL922001 Record and present data (40/60)
MSMENV272 Participate in environmentally sustainable work practices (30/20)
MSL933006 Contribute to the achievement of quality objectives (30/60)
MSL943004 Participate in laboratory or field workplace safety (40/40)

**Elective Units Available**

MSL952001 Collect routine site samples (30/20)
MSL953003 Receive and prepare samples for testing (30/40)
MSL973013 Perform basic tests (60/80)
MSL973014 Prepare working solutions (50/80)
MSL973015 Prepare culture media (30/20)
MSL973016 Perform aseptic techniques (40/40)
MSL973019 Perform microscopic examination (40/40)
SIS20115 Certificate II in Sport and Recreation

**QUALIFICATION:** 13 UNITS OF COMPETENCY (8 Core, 5 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE III IN SPORT AND RECREATION

This qualification allows individuals to develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision.

**UNITS OF COMPETENCY**

**Core Units**

BSBWOR202 Organise and complete daily work activities (20/20)

HLTAID003 Provide first aid (18/18)

HLTWHS001 Participate in workplace health and safety (20/20)

SISXCAIO02 Assist with activity sessions (15/15)

SISXCCSO01 Provide quality service (25/25)

SISXEMRO01 Respond to emergency situations (18/15)

SISXINDO01 Work effectively in sport, fitness and recreation environments (25/40)

SISXINDO02 Maintain sport, fitness and recreation industry knowledge (30/20)

**Elective Units Available**

ICTICT203 Operate application software packages (60/60)

SISCAQU002 Perform basic water rescues (10/10)

SISOCYTO02 Ride bicycles on roads and pathways, easy conditions (20/20)

SISOSRF001 Surf small waves using basic manoeuvres (20/20)

SSSAFLO01 Participate in Australian football at an intermediate level (40/35)

SSSNTO001 Participate in netball at an intermediate level (40/35)

SSSPAR001 Participate in sport at an intermediate level (40/35)

SISXCAIO02 Provide equipment for activities (10/10)

SISXFAC001 Maintain equipment for activities (5/15)
SIS20319 Certificate II in Sport Coaching

**QUALIFICATION:** 7 UNITS OF COMPETENCY (3 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** TRAINEESHIP, CERTIFICATE III IN SPORT COACHING, DIPLOMA OF SPORT COACHING

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community based sports clubs and organisations in the Australian sport industry.

**UNITS OF COMPETENCY**

**Core Units**

- HLTAID003 Provide first aid (18/18)
- SIRXWS001 Work safely (30/25)
- SISSSCO002 Work in a community coaching role (30/25)

**Elective Units Available**

- SISSOFOO3 Officiate sport competitions (50/45)
- SISSSPTO01 Implement sport injury prevention and management strategies (60/55)
- CHCVOLO01 Be an effective volunteer (25/20)
- SISSPAR009 Participate in conditioning for sport (30/25)
- SISSATH001 Conduct athletics coaching sessions with foundation level participants (45/45)
- SISSSBS001 Conduct basketball coaching sessions with foundation level participants (50/45)
- SISSNBO01 Conduct netball coaching sessions with foundation level participants (50/45)
- SISSPAR009 Participate in conditioning for sport (30/25)
- SISSSOFOO2 Continuously improve officiating skills and knowledge (20/20)
- SISSVOLO01 Coach volleyball participants up to an intermediate level (60/55)
- SISSTOU001 Participate in touch at an intermediate level (40/35)
SIS2O419 Certificate II in Outdoor Recreation

**QUALIFICATION:** 11 UNITS OF COMPETENCY (4 Core, 7 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** TRAINEESHIP, CERTIFICATE III IN OUTDOOR LEADERSHIP

This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities.

Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.
SIS20419 Certificate II in Outdoor Recreation

UNITS OF COMPETENCY

Core Units
- HLTWHSO01 Participate in workplace health and safety (20/20)
- SISOFLDO01 Assist in conducting recreation sessions (30/25)
- SISOFLDO02 Minimise environmental impact (15/25)
- SISXINDO02 Maintain sport, fitness and recreation industry knowledge (30/20)

Elective Units
- SISOABSO01 Abseil single pitches using fundamental skills (20/20)
- SISOBWGO01 Bushwalk in tracked environments (20/20)
- SISOCLMO01 Top rope climb single pitches, artificial surfaces (20/20)
- SISOCNEO01 Paddle a craft using fundamental skills (40/35)
- SISOCTIO04 Ride off road bicycles on easy trails (20/20)
- SISOFLDO03 Select, set up and operate a temporary or overnight site (25/25)
- SISOFLDO06 Navigate in tracked environments (30/30)
- SISOCTIO01 Set up, maintain and repair bicycles (20/20)
- SISOCTIO01 Ski on easy cross country terrain (50/45)
- SISOCTIO01 Snorkel (20/20)
- SISOCTIO01 Paddle a stand up board on inland flatwater (20/20)
- SISOPLNO01 Finalise operation of outdoor recreation activities* (40/35)
- SITXCOMO01 Source and present information* (10/10)

*clustered
SIS30115 Certificate III in Sport and Recreation

- **QUALIFICATION:** 15 UNITS OF COMPETENCY (9 Core, 6 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** CERTIFICATE IV IN SPORT AND RECREATION, DIPLOMA OF SPORT AND RECREATION MANAGEMENT

This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry.

They work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.
SIS30115 Certificate III in Sport and Recreation

UNITS OF COMPETENCY

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS3O3</td>
<td>Participate in WHS hazard identification, risk assessment and risk control (50/30)</td>
<td></td>
</tr>
<tr>
<td>BSBWOR3O1</td>
<td>Organise personal work priorities and development (30/30)</td>
<td></td>
</tr>
<tr>
<td>HLTAD003</td>
<td>Provide first aid (18/18)</td>
<td></td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety (20/20)</td>
<td></td>
</tr>
<tr>
<td>ICTWEB2O1</td>
<td>Use social media tools for collaboration and engagement (20/20)</td>
<td></td>
</tr>
<tr>
<td>SISXCAIO03</td>
<td>Conduct non-instructional sport, fitness or recreation sessions (20/60)</td>
<td></td>
</tr>
<tr>
<td>SISXCAIO04</td>
<td>Plan and conduct programs (35/30)</td>
<td></td>
</tr>
<tr>
<td>SISXCCSO01</td>
<td>Provide quality service (25/25)</td>
<td></td>
</tr>
<tr>
<td>SISXEMRO01</td>
<td>Respond to emergency situations (18/15)</td>
<td></td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT2O3</td>
<td>Operate application software packages (60/60)</td>
<td></td>
</tr>
<tr>
<td>SISSSCO001</td>
<td>Conduct sport coaching sessions with foundation level participants (50/45)</td>
<td></td>
</tr>
<tr>
<td>SISXCAIO06</td>
<td>Facilitate groups (25/20)</td>
<td></td>
</tr>
<tr>
<td>SISXRRESO2</td>
<td>Educate user groups (25/25)</td>
<td></td>
</tr>
<tr>
<td>SISXFACCO2</td>
<td>Maintain sport, fitness and recreation facilities (14/14)</td>
<td></td>
</tr>
<tr>
<td>SISXCAIO01</td>
<td>Provide equipment for activities (10/10)</td>
<td></td>
</tr>
<tr>
<td>SISXCAIO02</td>
<td>Assist with activity sessions (15/15)</td>
<td></td>
</tr>
<tr>
<td>SISXINDO06</td>
<td>Conduct sport, fitness or recreation events (55/40)</td>
<td></td>
</tr>
</tbody>
</table>
C UA20720 Certificate II in Visual Arts

 зат Qualification: 9 Units of Competency (4 Core, 5 Elective)

 COURSE DURATION: 1 YEAR

 PATHWAYS: TRAINEESHIP, CERTIFICATE III IN VISUAL ARTS, CERTIFICATE IV IN VISUAL ARTS

This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments.
# CUA2072O Certificate II in Visual Arts

## Units of Competency

### Core Units
- **BSBWHS211**  Contribute to health and safety of self and others (20/15)
- **CUAACD201**  Develop drawing skills to communicate ideas (60/70)
- **CUAPPR211**  Make simple creative work (40/40)
- **CUARES202**  Source and use information relevant to own arts practice (30/30)

### Elective Units Available
- **CUADES201**  Follow a design process
- **CUAIND211**  Develop and apply creative arts industry knowledge (20/20)
- **BSBPETF202**  Plan and apply time management (20/15)
- **BSBSUS211**  Participate in sustainable work practices (20/30)
- **BSBTWK201**  Work effectively with others (40/35)
- **ICTWEB306**  Develop web presence using social media (30/25)
- **BSBTEC101**  Operate digital devices (20/20)
- **CUADIG212**  Develop digital imaging skills (50/40)
- **CUADIG315**  Produce Digital images (50/50)
- **ICTICT215**  Operate digital media technology packages (40/40)
- **CUACER201**  Develop ceramic skills (50/40)
- **CUAPRI211**  Develop printmaking skills (50/40)
- **CUAPA1211**  Develop painting skills (50/40)
- **CUADRA201**  Develop drawing skills (50/40)
- **MSTGN2013**  Identify fibres, fabrics and textiles used in the TCF industry (80/70)
- **CUASCU211**  Develop sculptural skills (50/40)

*Nominal hours have not yet been released and may be subject to change*
CUA3112O Certificate III in Visual Arts

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (4 Core, 8 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** CERTIFICATE IV IN VISUAL ARTS, DIPLOMA OF PHOTOGRAPHY AND PHOTO IMAGING

This qualification reflects the role of individuals who are developing a range of visual art skills and who may take responsibility for own outputs in work and learning. It applies to work in different visual arts, craft and design environments. Practice at this level is underpinned by the application of introductory art theory and history.
CUA3112O Certificate III in Visual Arts

UNITS OF COMPETENCY

Core Units

- BSBWHS211 Contribute to the health and safety of self and others (20/15)
- CUAACD311 Produce drawings to communicate ideas (80/40)
- CUAPPR311 Produce creative work (45/40)
- CUARES301 Apply knowledge of history and theory to own arts practice (50/60)

Elective Units Available

- BSBSMB201 Investigate business opportunities (25/25)
- BSBSMB202 Plan and apply time management (20/15)
- BSBSUS211 Participate in sustainable work practices (20/30)
- BSBTWK201 Work effectively with others (40/35)
- CUADES201 Follow a design process
- CUADIG315 Produce Digital images (50/50)
- ICTWEB306 Develop web presence using social media (30/25)
- CUADIG303 Produce and Prepare photo images (20/60)
- CUAPPR211 Make simple creative work (40/40)
- CUADIG311 Prepare video assets (30/30)
- CUAPHI312 Capture photographic images (50/50)
- CUAPHI316 Capture images using drone technology (TBC)
- ICTICT215 Operate digital media technology package (40/40)
- CUAPA311 Produce paintings (50/50)
- CUAACD201 Develop drawing skills to communicate ideas (60/70)
- CUADRA311 Produce drawings (50/50)
- MSTFD2006 Use a sewing machine for fashion design (80/70)
- MSTCL1001 Produce a simple garment (40/40)
- MSTGN2013 Identify fibres, fabrics and textiles used in the TCF industry (80/70)
- CUASCU311 Produce sculpture (50/50)
- CUAIND314 Plan a career in the creative arts industry (35/34)

*Nominal hours have not yet been released and may be subject to change